



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1520.24B
NPC-604C

NOV 30 1998

OPNAV INSTRUCTION 1520.24B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: SCHOLARSHIP PROGRAM

Ref: (a) DoD Directive 1322.6 of 24 Feb 97 (NOTAL)
(b) 10 U.S.C. 2603
(c) OPNAVINST 1520.23B of 1 Oct 91
(d) OPNAVNOTE 1520 of 21 Oct 96

Encl: (1) Application Procedures for Fleet and NROTC
Applicants
(2) Sample Application Letter for all Applicants
(3) Sample Letter Request for Curriculum Review/Approval
(4) Sample Letter of Notification for Scholarship Award

1. Purpose. To issue policy and procedural guidance for Navy's Scholarship Programs as directed by reference (a). This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1520.24A.

3. Policy. Officers who pursue education beyond the baccalaureate level add value to both themselves and Navy. References (a) and (b) authorize eligible personnel to accept scholarships, fellowships, and grants (referred to in this instruction as "scholarships") from eligible donors. Under the Scholarship Program, per reference (c), officers enrolled in full-time, non-funded programs attend school full-time and receive full pay and benefits. Tuition is paid by a non-Navy funded scholarship. Scholarship Program education is directed towards filling Navy needs in operational, technical and managerial areas in concert with the officer subspecialty system, reference (d). Personnel may not attend law or medical school under this program. All active duty personnel are encouraged to pursue further education through Navy's Voluntary Education Program (VOLED) using Tuition Assistance (TA) or Federally legislated educational benefits (e.g., Montgomery GI Bill (MGIB)).

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4. Eligibility for Donors and Recipients

a. Per reference (a), the following entities are eligible to be donors of fellowships, scholarships, or grants:

(1) Corporations, foundations, funds, or educational institutions organized and operated primarily for scientific, literary, or educational purposes and that have tax-exempt status as determined by the General Counsel of the Department of Navy.

(2) Foreign corporations, foundations, funds, or educational institutions that would have tax-exempt status if they were located in the United States.

b. Ineligible donors: Business groups operating for profit and political organizations.

c. Recipients:

(1) If the purpose of the fellowship, scholarship, or grant is education or training, recipients must be authorized to compete by their commanding officer. Prior authorization to compete is not needed when the award is in recognition of outstanding performance in a specific field or to permit work on a project of value to the United States, not associated with academic degree requirements.

(2) Participation in the program will be at an institution within the United States that is accredited by a regional accrediting association. Exception is made for Rhodes, Olmsted, and similar scholarships where study is required at a foreign university.

5. Conditions

a. Officers are required to:

(1) Attend selected institution as a full-time student and carry a full academic load to include summer sessions. A full academic load is considered to be a minimum of 12 semester

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hours during regular terms and 6 semester hours during summer sessions or as defined by the institution.

(2) Complete degree requirements in 24 months or less. Officers cannot accept assistantships or any arrangement that would interfere with their ability to carry a full academic load.

b. Officers receive regular pay and allowances while pursuing their degree program. They are entitled to permanent change of station (PCS) reimbursement. The scholarship an officer receives must be, at a minimum, equal to 25 percent of the cost of tuition.

c. Scholarship funds may be used for tuition, textbooks, and fees listed in the institution's catalog. Officers are not authorized to accept scholarship funds for purposes that would be provided by their regular pay and allowances (e.g., room and board). Any benefits received in excess of tuition, textbooks, and fees will be deducted from regular Navy allowances if not returned to the donor.

d. Service Obligation. Officers who participate in the program may not resign from the Navy while in the program. They are required to serve on active duty following graduation for a period three times the length of the period they were in the program. This time is served concurrently with any other service obligation. Duty-under-instruction orders will contain a contingent paragraph binding the member to this service requirement upon execution of the orders.

e. Obligated service is not incurred under the following conditions:

(1) If the award is made in recognition of outstanding performance and for the purpose of work on research of value to the United States rather than fulfilling the requirements of an academic degree.

(2) If its acceptance does not require relief from regular military duty for more than 26 weeks.

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f. Olmsted Scholars, who take graduate courses at a foreign university and do not receive a degree, will be afforded an opportunity to complete a Master's degree at an American university following completion of Olmsted studies or after their immediate operational tour. They will be granted a maximum of one year to complete the Master's program. The Olmsted foundation will give the member an Advance Degree Program (ADP) grant. The member must pay any additional educational costs.

6. Selection Procedures. Procedures and applications for the selection board must be in accordance with enclosures (1) through (3). Candidates' selection will be based on one's career record, promotion potential, academic qualifications, needs of the Navy, the particular field of study, and availability of student billets. The following pertains:

a. The Superintendent, United States Naval Academy, will select members of the Naval Academy graduation class for participation in the Scholarship Program.

b. Olmsted Foundation Scholarship nominees will be identified by a board administered annually by the Navy Personnel Command (NPC-604C). The Olmsted Foundation Board will select the final scholars.

c. All remaining quotas will be filled from individual applications submitted from the Fleet and/or Naval Reserve Officer Training Corps (NROTC) Units. Applications must be received by 1 February of each year and must include the information listed in enclosure (1). A selection board will be convened each March to confirm those authorized to accept scholarships. Selectees must start their program of study between May and September of the current fiscal year.

d. Application letters must include all information listed in enclosure (2). Application packets failing to provide complete information as requested will not be processed and will be returned to the applicant.

7. Assignment. Final assignment of an officer to duty-under-instruction is contingent upon an officer's continued outstanding performance, availability for assignment, and the needs of the Navy. Selectees are responsible for gaining admission to the

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college of their choice, obtaining a fellowship, scholarship or grant from an eligible donor, and notifying the Navy Personnel Command (NPC-604C) that they have received a scholarship.

8. Responsibilities

a. Deputy Chief of Naval Operations (Manpower and Personnel) (N1). Establishes annual quota plans for graduate education which includes quotas for the Scholarship Program.

b. Navy Personnel Command, Professional Development Education and Subspecialty Branch (NPC-440B). Assigns and tracks appropriate subspecialty codes.

c. Navy Personnel Command, Selection Board Support Division (NPC-32).

(1) Administratively supports the selection board for the Scholarship Program.

(2) Approves precepts and convenes the Selection Boards.

d. Navy Personnel Command (NPC-604C).

(1) Receives applications and conducts initial screening of applicants. Forwards applicant information to appropriate offices to determine availability of billets and appropriate subspecialty code.

(2) Prepares all documentation for selection boards.

(3) Releases results of the selection board and notifies selectees of results.

(4) Serves as selection board sponsors, provides a selection board advisor, and maintains a record of selection board actions.

(5) Monitors student progress at institutions.

(6) Receives and evaluates student feedback when program is complete.

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e. Chief of Naval Operations (N7). Serves as resource sponsor for the Scholarship Program.

9. Action. All applicants shall refer to enclosures (1) through (4) for application procedures.



D. T. OLIVER
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

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APPLICATION PROCEDURES FOR FLEET AND NROTC APPLICANTS

1. Applicants must submit a request and receive permission to compete for a scholarship from their commanding officer. Individuals must also be authorized to accept scholarships. A selection board will be convened in April of each year to select candidates from the Fleet and NROTC units.

a. Fleet applications must be by letter via the applicant's commanding officer to:

Navy Personnel Command (NPC-604C)
5720 Integrity Drive
Millington, Tennessee 38055-6000

b. NROTC applications must be by letter via the applicant's commanding officer to:

Chief of Naval Education and Training
ATTN: NROTC (OTE/083)
250 Dallas Street
Pensacola, Florida 32508-5200.

CNET will forward the applications to Navy Personnel Command (NPC-604C).

c. Superintendent, United States Naval Academy will forward applications of graduating midshipmen to Navy Personnel Command (NPC-604C).

2. All applicants will state their desired enrollment date and proposed graduation date (enrollment date should be consistent with members Projected Rotation Date (PRD)); name of college; degree objectives (major field of study including course curriculum, class titles and assigned credit hours); and provide college transcripts for all courses completed (see enclosure (2)).

3. A proposed curriculum outline (enclosure(3)) should be forwarded for approval to:

Director, Civilian Institutions Program
Naval Postgraduate School (Code 031A)
1588 Cunningham Road,
Herrmann Hall, Room 220
Monterey, CA 93943-5143

Enclosure (1)

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4. Fleet and NROTC candidates granted permission to accept a scholarship must notify Navy Personnel Command (NPC-604C) when they receive their award (see enclosure (4)). The letter will be addressed via the applicant's commanding officer to Navy Personnel Command (NPC-604C) no later than 90 days prior to the requested enrollment date. The officer will then be assigned to duty-under-instruction.

5. Should a scholarship program student with initial assignment of less than 24 months require more time, he/she must submit a letter of request for extension via his/her reporting senior to Navy Personnel Command (NPC-604C). Request for an extension must include a copy of the letter indicating additional scholarship awarded. It must reach Navy Personnel Command (NPC-604C) at least four months before expiration of the current scholarship award. Approval will depend upon the needs of the Navy, the individual's career pattern, and quota limitations.

Enclosure (1)

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SAMPLE APPLICATION LETTER FOR ALL APPLICANTS

From: (Rank, Name, SSN, Designator)
To: Navy Personnel Command (NPC-604C)
Via: Commanding Officer, _____

Subj: FY-____ SCHOLARSHIP PROGRAM

Ref: (a) OPNAVINST 1520.24B

Encl: (1) Proposed Curriculum
(2) Transcripts of college level courses completed
(3) Naval Postgraduate School Approval Letter
(if available)

1. Per reference (a), enclosures (1) through (3) are submitted. I have received approval to compete for a scholarship from my commanding officer and I have contacted my assignment officer to ensure that assignment to this program will meet my career needs and Navy requirements. Information required is provided below:

- a. Projected Rotation Date (PRD):
- b. Present expiration date of active service obligation:
- c. College(s) of choice:
- d. Degree objective and field of study:
- e. Subspecialty and code objective:
- f. Anticipated start date:
- g. Expected end date:
- h. Scholarship donor (if available):
- i. Estimated total educational cost of program:
- j. Name of each college formerly attended and transcripts:
- k. Current work and home address, phone number, and e-mail address:

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Enclosure (2)

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2. Include the following statement in your letter:

(a) "I understand that the benefits I utilize under this scholarship cannot exceed tuition, books, and fees listed in the catalog plus the basic pay and allowances to which I am entitled."

(b) "Any amount I receive in excess of the amount described above will be returned to the donor."

(c) "I agree not to resign or request discharge from the Service during the period of the scholarship. I will serve on active duty after completion of such study for a period three times the length of the period in the program, to be served concurrently with any other service obligation. I agree to the utilization of my subspecialty code."

Applicant's Signature

Date

Enclosure (2)

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SAMPLE LETTER REQUEST FOR CURRICULUM REVIEW/APPROVAL

From: (Rank, Name, SSN, Designator)
To: Superintendent, Naval Postgraduate School (Code 031A),
Monterey, California 93940-5100

Subj: REQUEST FOR CURRICULUM REVIEW/APPROVAL FOR XXXX P-CODE

Ref: (a) NPC ltr 1520 Ser 604/ _____ of _____
(selection letter)

Encl: (1) List of Course Descriptions from College Catalog
(2) Transcripts

1. Per reference (a), I am (applying/have been selected) for the Navy's Scholarship Program. Enclosure (1) is forwarded for your review/approval to determine if my proposed curriculum satisfies the educational skill requirements for the (list curriculum title) (XXXXP subspecialty code).

2. The courses I intend to take are listed in enclosure (1). Enclosure (2) provides transcripts for all the college courses I have completed.

3. The following pertinent information is provided:

- a. Name of college/university I will attend:
- b. Start and end date of program:
- c. Duty telephone number (DSN/commercial):

Applicant's Signature

Date

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Enclosure (3)

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SAMPLE LETTER OF NOTIFICATION FOR SCHOLARSHIP AWARD

From: (Rank, Name, SSN, Designator)
To: Navy Personnel Command (NPC-604C)
Via: Commanding Officer, _____

Subj: OFFICIAL NOTIFICATION OF SCHOLARSHIP AWARD

Ref: (a) OPNAVINST 1520.24B

Encl: (1) Confirmation of Scholarship Letter

1. Per reference (a), notification of a scholarship awarded to me is in enclosure (1). The following information is provided for assistance in preparation of duty-under-instruction (DUIN) orders:

- a. Name and address of university:
- b. Degree objective and corresponding subspecialty code:
- c. Amount of scholarship:
- d. Tuition cost per year:
- e. Start and end date of degree program:
- f. Designator or proposed designator:

Applicant's Signature

Date

Enclosure (4)

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